



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name: Stephen Spence		Title: Director		FIMS Vendor No: 128255						
Address: [REDACTED]		City: [REDACTED]								
State: [REDACTED]		Headquarters: Charleston								
Department: Commerce		Division:		Normal Work Hours: 8:30 a - 5:30 p						
Travel Purpose: Meetings with investment prospects and exporters at The Greenbrier Classic										
State Car: Yes		No								
Personal Car: Yes x No										
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	M&I	LODGING	OTHER	TOTAL
6/28/15		Charleston -	119	* 45.73			**	**	4.00	49.73
		White Sulphur Spgs								
6/29/15		White Sulphur Spgs -	119	* 45.73			**		4.00	49.73
		Charleston								
7/1/15		Chas-Wht Slphr Spgs-	145	* 48.75			**	**	4.00	52.75
		Lewisburg Area								
7/2/15		Wht Slphr Sprgs-Chas	119	* 45.73			**		4.00	49.73
7/3/15		Chas-Wht Slphr Spgs	119	* 45.73			**		4.00	49.73
7/4/15		Wht Slphr Sprg					**	**	4.00	49.73
7/5/15		Wht Slphr Spgs-Chas					**	**		
7/6/15		Wht Slphr Spgs-Chas	119	* 45.73			**	**		
TOTALS			740	277.40	0.00	0.00	0.00	0.00	4.00	49.73
									24.00	301.40
Less Cash Advance (WVFIMS ID#:										
Amount Due To:						Employee	State	301.40		

AGENCY ACCOUNTING INFORMATION					
FUND	ORG	ACT	OBJ	SUB OBJ	AMOUNT

* WVDO Mileage Chart Applied
** Meals and Lodging placed on Ghost Account

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

OTHER EXPENSES		
DATE	ITEMS	AMOUNT
6/28/15	Turnpike Tolls	4.00
6/29/15	Turnpike Tolls	4.00
7/1/15	Turnpike Tolls	4.00
7/2/15	Turnpike Tolls	4.00
7/3/15	Turnpike Tolls	4.00
7/6/15	Turnpike Tolls	4.00

EXPENSES DIRECT BILLED TO THE STATE		
DATE	ITEM AND VENDOR	AMOUNT

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

I certify that I have personally examined and approved the Travel Expense Account Settlement. The terms of expenses are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Traveler's Signature _____ Date _____

Approval Agency Head/Designee _____ Date _____

Approval Supervisor/Agency Head _____ Date _____



AGENCY ACCOUNTING INFORMATION					
FUND	ORG	ACT	OBJ	SUB OBJ	AMOUNT

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

[illegible]

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Date _____



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Monica Miller		Fund Number: 0256/8705	
Title: Manager, Local Capacity Development		Destination: White Sulphur Springs, WV	
Division: Community Development		Travel Dates: July 3, 2015	
Section: Local Capacity Development			
Purpose/Justification: To attend the Greenbrier Classic on behalf on the WWSBDC Advisory Board.			
Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier			
Charter Aircraft			
Rail Service			
Personal Vehicle 275 round trip miles @ .575	\$158.13		
Taxi/Ground Transportation			
Other Transportation			
Commercial Vehicle Rental			
Parking			
Registration			
<input type="checkbox"/> Diners Club <input type="checkbox"/> Diners Club Advance			
<input type="checkbox"/> VISA Other: Master Card			
Lodging Cost:			
Lodging (Facility):			
Meals Per diem:			
Other			
Other			
TOTAL		\$ 158.13	

Requested by: Monica Miller
Traveler

6/30/15
Date

Approved by: _____
Supervisor

Date

Division Director
Sharon Spencer
Cabinet Secretary

Date
7-1-15
Date

Expected Number of Compensatory Hours to be Earned during this Travel and Explanation:

3 hours – traveling there and back in the same day



*OTHER EXPENSES		
7-3-15	Turnpike tolls	\$8.00

EXPENSES DIRECT BILLED TO THE STATE	
DATE	ITEM AND VENDOR

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source _____
Monica Prater 7/7/15
 Traveler's Signature Date
[Signature] 7/7/15
 Approval Supervisor/Department Head Date

Approval Agency Head/Designee 7/8/15
Date

Exhibit A

Presenting Partner:

Week of The Greenbrier Classic:

- One Hundred Fifty (150) week long 18th Skybox Badges
 - Private corporate hospitality skybox with catered food and beverage, including alcohol, located on the 18th hole
 - Include full week entry to the following locations: 18th Skybox, Alumni & Benefactor Hospitality Tents and the Grounds of The Greenbrier Classic.
- Fifty (50) Weekly Grounds Badges
 - Admittance to tournament grounds for the entire week
 - Complimentary Parking at West Virginia State Fairgrounds
- Two (2) Honorary Observer pass to be used during one competition round
 - Provides inside the ropes access for (2) guests
 - Date and Time to be scheduled on-site with Greenbrier Classic Representatives
- Invitation to the Founders Only Reception held on Tuesday night of tournament week
 - Founding Members (with jackets) will be recognized
- Sponsor gift
- Fifty (50) VIP Parking passes valid for the entire week (*Monday – Sunday*)
- Ten (10) Tournament Credentials
 - One (1) = Mary Jo Thompson (Grounds, 18th Green Skybox)
 - One (1) = Keith Burdette (Grounds, 18th Green Skybox)
 - One (1) = Amy Goodwin (Grounds, 18th Green Skybox)
 - One (1) = No Name (Grounds, 18th Green Skybox, Sneads Champions Club)
 - Six (6) = No Name (Grounds, 18th Green Skybox)
- Thirty (30) Single / Double Occupancy Overnight Accommodations at The Greenbrier arriving on Sunday and departing on Sunday of tournament week. Your contract guest room block consists of a variety of different accommodations which include main hotel rooms as well as multi-bedroom cottages.
 - One (1) Spring Row Cottage (State of WV Staff Coordinator / Liaison)
 - One (1) Paradise Row Cottage (Governor)

Greenbrier Classic Concert Series:

- Fifty (50) LAWN seating tickets to each concert included in the 2015 Greenbrier Classic Concert Series
- One Hundred (100) RESERVED seating tickets to each concert included in the 2015 Greenbrier Classic Concert Series
- Thirty (30) VIP tickets to each concert included in the 2015 Greenbrier Classic Concert Series

West Virginia Tourism – “West Virginia Wild & Wonderful Center”:

- 40' x 50' air conditioned venue located on #17 green of the Old White TPC course
- Venue is “Open to the Public” and the State of West Virginia will be provided the opportunity to brand the interior of the venue
- Tournament will provide a water dispenser and cups for the guests visiting the venue
- Venue will be named: “West Virginia Wild & Wonderful Center”

Pro-Am Teams:

- One (1) team in the Monday Pro-Am (3 players)
 - 12:00pm shotgun start on the Old White TPC
 - (1) One Monday Pro-Am gift package per player
 - Award Ceremony following competition
- Two (2) teams in the Wednesday Pro-Am (6 players)
 - Split Tee, Tee Times beginning at 7:00am on the Old White TPC
 - One (1) Wednesday Pro-Am gift package per player
 - Award Ceremony following competition
 - Six (6) Invitations for two (2) to the Pairings Party on Tuesday evening
 - Dinner Buffet and Open Bar
 - Team members will participate in a blind drawing for Tee Time, Starting Tee Location and PGATOUR Professional
- One (1) foursome in the 2015 Sam Snead Festival hosted by Sir Nick Faldo
 - June 7 – 9, 2015
- One (1) foursome in the 2015 Fall Golf Classic
 - September 20 – 22, 2015 (*date tentative as of 3.24.15*)

Advertising Branding and Exposure:

- (1) One Full Page Advertisement in The Official Greenbrier Classic Tournament Program
- Volunteer Newsletter – Prominent placement of the phrase: “Presented by The State of West Virginia” along with other Presenting Partners in each corporate and volunteer newsletter distributed by the tournament
- The Greenbrier Classic e-Newsletter - Prominent placement of the phrase: “Presented by The State of West Virginia” along with other Presenting Partners in each e-Newsletter distributed by the tournament
- Verbal acknowledgement – Acknowledge The State of West Virginia as a Presenting Partner of the event during all event functions such as check presentations, dinners, official social gatherings and press conferences as allowed by the PGA TOUR tournament contract
- Tournament entrance sign to display the phrase: “Presented by The State of West Virginia” along with other Presenting Partners
- Locator boards to display the phrase: “Presented by The State of West Virginia” along with other Presenting Partners
- Electronic video boards to display the phrase: “Presented by The State of West Virginia” along with other Presenting Partners in equal rotation with other sponsors during the week
- Tee back signage to display the phrase: “Presented by The State of West Virginia” along with other Presenting Partners if not in television view

Miscellaneous:

- (1) One team in the Chairman's Cup Tournament (4 players)
 - Monday following The Greenbrier Classic
 - 9:00am Shotgun on Old White TPC
 - Breakfast Buffet prior to play
 - Awards Luncheon following play
- (60) Tickets to Private Concerts at The Greenbrier (*private concerts not yet announced as of 3.24.15*)
- (10) Ten vouchers redeemable for a future complimentary two-night stay at The Greenbrier*
- (10) Ten vouchers redeemable for a future complimentary round of golf for two on the Old White TPC*
 - *Valid through December 22, 2016. All bookings are based upon availability and subject to black out dates.*
 - Vouchers must be acknowledged at time of booking and presented at check-in.*
 - Cannot be combined with any other offer. No cash value. Other restrictions may apply.*
- Run State provided Tourism/Business Development TV ads on the Hotel's in-house TV channel during the tournament and periodically throughout the year.
- Place a special edition of the State's Wonderful West Virginia magazine in all Greenbrier and Glade Spring hotel rooms during the tournament - and will consider doing so throughout the year
- Consider a cross selling "partnership" with the State Development Office, with the State Development Office being made aware of hotel events and being afforded the opportunity to sponsor certain aspects of groups programs while at the Hotel (*i.e., the State sponsoring a reception for a conference/event where they deem it of value to the State and the Hotel gaining the ability to provide potential sponsorship as part of group sales*).

Old White Charities, Inc.
HOSPITALITY PURCHASE AGREEMENT

THIS AGREEMENT (this "Agreement") for the purchase of elements listed herein is made and entered into between Old White Charities, Inc. ("OWC") and the party listed below as Purchaser. In consideration of the respective rights and obligations under this Agreement and other valuable consideration, OWC and Purchaser have fully reviewed and agreed to all of the terms and conditions of this Agreement.

Tournament: The Greenbrier Classic

Location: The Greenbrier Resort, White Sulphur Springs, WV

Dates: June 29 - July 5, 2015

Purchaser: The State of West Virginia

Purchaser Address: 1900 Kanawha Blvd.
East Capitol Complex, Bldg. 6 Room 553
Charleston, WV 25305

Purchaser Contact: Mr. Keith Burdette Phone Number: 304-558-2234

Purchaser Email: j.keith.burdette@wv.gov Fax Number: 304-558-1189

1. Inventory: Purchaser will receive the Inventory listed in Exhibit A.
2. Investment: \$1,750,000
3. Term: 1 year – 2015 with option to renew in 2016

Payments by check must be made payable to "Old White Charities, Inc". The Terms and Conditions and Exhibit A contained in the following two pages are expressly made a part of this Agreement. Each of the parties hereto has executed this Agreement as of the date set forth below.

PURCHASER

Old White Charities, Inc.

By: _____

By: _____

Title: _____

Title: _____

Date of Execution: _____

Date of Execution: _____

TERMS AND CONDITIONS

1. **PAYMENT TERMS.** In consideration for the Inventory listed in Exhibit A, Purchaser shall pay twenty-five (25%) of the Investment in June 2015, twenty-five (25%) of the Investment in July 2015 and fifty (50%) of the Investment in October 2015. An invoice will be provided for each installment upon execution.

Please remit payment to the following address:
Old White Charities, INC
300 West Main St.
White Sulphur Springs, WV 24986

Please return signed contract to:
The Greenbrier Classic
300 West Main St.
White Sulphur Springs, WV 24986
FAX: 304-536-7892 (if faxing, please also mail original)

2. **DELIVERY OF INVENTORY.** OWC shall not be obligated to provide the Inventory until OWC receives the full and timely payment of the Investment from Purchaser in accordance with this Agreement. OWC reserves the right to modify the Location and/or Dates in its sole discretion. OWC will notify Purchaser of any such modification via the address and/or email set forth in this Agreement. Purchaser shall receive the Inventory hereunder at such rescheduled or relocated Tournament. No such modification shall entitle Purchaser to a refund of the Investment.

3. **FOOD & BEVERAGE.** Purchaser acknowledges that the Investment may be exclusive of food and beverage products and services. If food and beverage is included, such inclusion is detailed in Exhibit A. Further, food and beverage may be purchased throughout the golf course by Purchaser at an additional cost to Purchaser. In addition, professional caterers, selected by OWC, will be assigned by OWC when applicable. If Purchaser is assigned a caterer by OWC, the applicable caterer shall provide to Purchaser a variety of menu options in exchange for the minimum catering charge. Additional catering charges may apply for other food and beverage services mutually agreed upon by Purchaser and the applicable caterer. Hours of food and beverage service are to be mutually agreed upon by Purchaser and the caterer.

4. **WEATHER & POLICY.** Purchaser acknowledges and agrees that the Investment is nonrefundable and Purchaser shall not be entitled to a refund of any portion of the Investment in the event the Tournament is cancelled, postponed, delayed or rescheduled due to weather, an act of God, state of war, union strike or any other condition beyond the reasonable control of OWC. In the event the Tournament is postponed, delayed or rescheduled due to any of the reasons listed above, Purchaser shall enjoy all rights and privileges listed hereunder at the postponed, delayed or rescheduled Tournament at no additional charge to Purchaser.

5. **NO LICENSE.** Purchaser acknowledges and agrees that (i) this Agreement does not grant Purchaser any right or license to the use of any of OWC or Tournament's trademarks, names or logos and (ii) Purchaser shall not use, in any manner, any of the OWC or Tournament's trademarks, names or logos without OWC's prior written consent. Notwithstanding the foregoing, Purchaser may acquire products (goods, merchandise or other items) bearing the trademarks, names, or logos of the Tournament sourced only from Official Licensees of the OWC.

6. **PRODUCTS.** Purchaser shall not distribute any goods or merchandise within Purchaser's area without the prior written consent of OWC.

7. **ADMITTANCE.** OWC reserves the right to refuse or revoke the admittance to the Tournament for any person who acts in a disorderly or disruptive manner, as determined by Tournament officials and/or to refuse or revoke the use of any other privileges granted in this Agreement due to such conduct. In such event, Purchaser shall not be entitled to any return or refund of any amounts of the Investment paid to OWC. In addition, credentials contained in the Inventory shall not be conveyed, assigned, sold or otherwise transferred for financial consideration to another person or entity without the prior written consent of OWC. In the event of any such transfer, OWC shall have the right to refuse or revoke the use of any badge, tickets or other privileges provided in the Inventory and Purchaser shall not be entitled to a refund of any part of the Investment.

8. **NO RESELLING.** Purchaser may not resell all or any portion of the Inventory to any person or entity without the prior written consent of OWC.

9. **MISCELLANEOUS.** This Agreement shall be governed by and construed in accordance with the laws of the State of West Virginia. Purchaser may not assign its rights or obligations hereunder without the prior written consent of OWC. No amendment to this Agreement shall be effective unless in writing and executed by all parties.

10. **PAYMENT DISCLOSURE.** Payments by Purchaser hereunder are not tax deductible as a charitable contribution. The Investment may qualify for a 100% deduction as an entertainment expense incurred in connection with a charitable sporting event. Please consult your tax advisor.



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name:	[REDACTED]	Title: Cabinet Secretary	FIMS Vendor No: 157499
Address:	[REDACTED]	City: [REDACTED]	
State: WV		Headquarters: Charleston	Normal Work Hours: 8:30a-5:00p
Department: Commerce		Division: Office of Secretary	Section:
Travel Purpose:	Meetings in the state.		

State Car:		Yes	No	Personal Car:		Yes	X	No			
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER	TOTAL	
06.16.15	1:30pm	CHS-CrossLanes-CHS (Terramite)	15	7.05						7.05	
06.18.15	9:30am	CHS-Charleston-CHS (WVEDA Board)	4	1.88						1.88	
06.29.15	8:00am	CHS-White Sulphur Springs (The Greenbrier Classic)	119	55.93*				Provided	6.00	61.93	
07.06.15	12:00	White Sulphur Springs-CHS	119	68.43*				Provided	6.00	74.43	
TOTALS			257	133.29					12.00	145.29	

Less Cash Advance (WVFIMS ID#:	
Amount Due To:	X Employee [] State 145.29

AGENCY/ACCOUNTING INFORMATION					
FUND	ORGE	ACT	OBJ	SUB OBJ	AMOUNT

- *Maximum allowed.
- **Travel to/from home - closer, same distance, or weekend/holiday.
- ***Traveled with colleagues.
- ****Complementary

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

OTHER EXPENSES		
DATE	ITEMS	AMOUNT
06.29.15	Turnpike Tolls	6.00
07.05.15	Turnpike Tolls	6.00

EXPENSES DIRECT BILLED TO THE STATE		
DATE	ITEM AND VENDOR	AMOUNT

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

Traveler's Signature: [Signature] Date: 7-7-15

Approval Supervisor/Agency Head: [Signature] Date:

I certify that I have personally examined and approved the Travel Expense Account Settlement. The terms of expenses are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Approval Agency Head/Designee: [Signature] Date: 7-7-15

West Virginia Purchasing Division's Vehicle Rental versus Reimbursement Calculator



Total Miles to be Traveled	119
Total Days in Trip	8
Car Rental Rate (Daily, Weekly)	\$31.92
Cost of Gasoline per Gallon	\$ 2.64
Mileage Reimbursement Rate	\$ 0.470
Rental Car Gas Mileage (MPG)	32

Input variable
s here

Calculated Results	
Own Car Cost	
Mileage	\$ 55.93
Rental Car Cost	
Rental	\$ 255.36
Refueling	10.56
Total	\$ 265.92

Which is
most cost
effective?

Terms of use: The purpose of the Mileage Calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.

Revised August 16, 2012
Updated August 16, 2012

** There may be additional costs associated with car rentals that could affect your decision. For a list of these costs and their conditions, please refer to the most recent version of the CRENTAL statewide contract, located on the West Virginia Purchasing Division's website.

Vehicle Data Reference Chart				
Hertz Rates				
Vehicle Selection	MPGs	Daily	Weekly	Monthly
Compacts (Neon, Aveo, Echo)	35 MPG	\$27.00	\$148.40	\$578.70
Intermediate (Cobalt, Corolla)	32 MPG	\$31.00	\$170.52	\$664.20
Fullsize (Impala, Camry)	28 MPG	\$33.00	\$181.51	\$707.10
Luxury (A4, 3-Series, C-Class)	26 MPG	\$79.00	\$434.49	\$1,692.90
Hybrid (Prius, Accord)	40 MPG	\$39.00	\$269.50	\$1,050.00
Medium SUVs (Explorer, Trailblazer)	18 MPG	\$59.00	\$324.52	\$1,264.20
Large SUVs (Suburban, Tahoe)	16 MPG	\$79.00	\$434.49	\$1,692.90
Small Pick-Up (Ranger, Dakota)	20 MPG	\$79.00	\$434.49	\$1,692.90
Trucks (Silverado, F-150)	18 MPG	\$99.00	\$544.53	\$2,121.30
Minivans (Caravan, Windstar)	25 MPG	\$54.00	\$324.52	\$1,264.20
12-Passenger Van (Ford & Chews)	14 MPG	\$74.00	\$434.49	\$1,692.90

Enterprise/National Rates				
Vehicle Selection	MPGs	Daily	Weekly	Monthly
Compacts (Neon, Aveo, Echo)	35 MPG	\$30.09	\$150.45	\$601.80
Intermediate (Cobalt, Corolla)	32 MPG	\$31.92	\$159.60	\$638.40
Fullsize (Impala, Camry)	28 MPG	\$34.41	\$172.05	\$688.20
Luxury (A4, 3-Series, C-Class)	26 MPG	\$57.00	\$285.00	\$1,140.00
Hybrid (Prius, Accord)	40 MPG	\$45.54	\$227.70	\$910.80
Medium SUVs (Explorer, Trailblazer)	18 MPG	\$50.60	\$253.00	\$1,012.00
Large SUVs (Suburban, Tahoe)	16 MPG	\$81.36	\$406.80	\$1,627.20
Small Pick-Up (Ranger, Dakota)	20 MPG	\$47.00	\$235.00	\$940.00
Trucks (Silverado, F-150)	18 MPG	\$51.00	\$255.00	\$1,020.00
Minivans (Caravan, Windstar)	25 MPG	\$51.65	\$258.25	\$1,033.00
12-Passenger Van (Ford & Chews)	14 MPG	\$97.00	\$485.00	\$1,940.00

West Virginia Purchasing Division's Vehicle Rental versus Reimbursement Calculator



Total Miles to be Traveled	119
Total Days in Trip	8
Car Rental Rate (Daily, Weekly)	\$31.92
Cost of Gasoline per Gallon	\$ 2.54
Mileage Reimbursement Rate	\$ 0.575
Rental Car Gas Mileage (MPG)	28

Input variables
here

Calculated Results	
Own Car Cost	
Mileage	\$ 68.43
Rental Car Cost	
Rental	\$ 255.36
Refueling	12.07
Total	\$ 267.43

Which is
most cost
effective?

Caution of use: The purpose of the mileage calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.

Revised August 16, 2012
Updated August 16, 2012

** There may be additional costs associated with car rentals that could affect your decision. For a list of these costs and their conditions, please refer to the most recent version of the CRENTAL statewide contract, located on the West Virginia Purchasing Division's website.

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Small Pick-Up (Ranger, Dakota)	20 MPG	\$47.00	\$235.00	\$940.00
Trucks (Silverado, F-150)	18 MPG	\$51.00	\$255.00	\$1,020.00
Minivans (Caravan, Windstar)	25 MPG	\$51.65	\$258.25	\$1,033.00
12-Passenger Van (Ford & Chevys)	14 MPG	\$97.00	\$485.00	\$1,940.00



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: March 19-20, 2015	
Section: Administration	Travel Times: Depart 3/19/15, 8:30 a.m.; Return 3/20/15, 5:00 p.m.	
Purpose/Justification: To prepare the state's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle (244 round trip miles @ \$.47)	\$114.68		
Taxi/Ground Transportation			
Other Transportation			
Commercial			
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance <input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees) =			
Lodging (Facility):			Family home
Meals (\$34.50 x 2 travel days)	\$69.00		
Other:			
Other:			
SUBTOTAL	\$183.68		
TOTAL			\$183.68

Requested by: Mary Jo Thompson
Traveler

3-16-2015
Date

Approved by: _____
Supervisor


Date

Division Director
[Signature]
Cabinet Secretary

Date
3/19/15
Date

MEMORANDUM

TO: Diana Spence, Director
Human Resources, Commerce

FROM: Mary Jo Thompson, Director
Community Development Division
West Virginia Development Office 

RE: Explanation of Change to Date of Intended Travel

DATE: April 10, 2015

Due to illness on 4/8/2015, travel had to be postponed until the following day, 4/9/2015. The pre-approved Travel Authorization shows 4/8/15 as the date of travel; the Travel Settlement shows 4/9/15 as the date of travel. The expense incurred is the same.

Thank you.



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: April 8, 2015	
Section: Administration	Travel Times: Depart 4/8/15, 7:00 a.m.; Return 4/8/15, 5:00 p.m.	
Purpose/Justification: To prepare the state's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle (244 round trip miles @ \$0.47)	\$114.68		
Taxi/Ground Transportation			
Other Transportation			
Commercial			
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance			
<input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees)			
Lodging (Facility)			
Meals (\$ x travel days)			
Other			
Other:			
SUBTOTAL	\$114.68		
TOTAL			\$114.68

Requested by: Mary Jo Thompson
Traveler

4-1-2015
Date

Approved by: _____
Supervisor

Date

Division Director
Steve Bunker
Cabinet Secretary

Date
4/1/15
Date





DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
4/24/15	8:30 am - 5:00 pm	Charleston, WV to Lewisburg, WV	122	\$57.34			\$			\$57.34
4/24/15	8:30 am - 5:00 pm	Lewisburg, WV to Charleston, WV	122	\$57.34						\$57.34
		TOTAL	244	\$114.68			\$			\$114.68

Fund	Area	Org	Object	Sub Obj	Amount

[illegible]

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

 Traveler's Signature 5/12/2015
Date

 Approval Supervisor/Department Head Date

the budget of this spending unit.

Joshua L. Jaffe 5/19/15
Approval Agency Head/Designee Date



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: April 24, 2015	
Section: Administration	Travel Times: Depart 4/24/15, 7:00 a.m.; Return 4/24/15, 5:00 p.m.	
Purpose/Justification: To prepare the state's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle (244 round trip miles @ \$.47)	\$114.68		
Taxi/Ground Transportation			
Other Transportation			
Commercial			
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance <input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees)			
Lodging (Facility):			
Meals (\$ x travel days)	\$		
Other:			
Other:			
SUBTOTAL	\$114.68		
TOTAL			\$114.68

Requested by:

Traveler

Date

Approved by:

Supervisor

Date

Division Director

Cabinet Secretary

Date

Date



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: May 29, 2015	
Section: Administration	Travel Times: Depart 5/29/15, 7:00 a.m.; Return 5/29/15, 5:00 p.m.	
Purpose/Justification: To prepare the state's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle(244 roundtrip miles @\$.47)	\$114.68		
Taxi/Ground Transportation			
Other Transportation			
Commercial			
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance			
<input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees)			
Lodging (Facility):			
Meals (\$ x travel days)	\$		
Other:			
Other:			
SUBTOTAL	\$114.68		
TOTAL			\$114.68

Requested by: [Signature]
Traveler

5/18/2015
Date

Approved by: [Signature]
Supervisor

Date

Division Director
[Signature]
Cabinet Secretary

5/19/15
Date



DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
6/17/15	8:30 am - 5:00 pm	Charleston, WV to White Sulphur Springs, WV	122	\$57.34			\$			\$57.34
6/17/15	8:30 am - 5:00 pm	White Sulphur Springs, WV to Charleston, WV	122	\$57.34						\$57.34
		TOTAL	244	\$114.68			\$			\$114.68

[illegible]

Approval Agency Head/Designee 4/25/15
Date



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: June 17, 2015	
Section: Administration	Travel Times: Depart 6/17/15, 8:00 a.m.; Return 6/17/15, 5:00 p.m.	
Purpose/Justification: To prepare the state's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)

Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle(244 roundtrip miles @\$.47)	\$114.68		
Taxi/Ground Transportation			
Other Transportation:			
Commercial			
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance			
<input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees)			
Lodging (Facility):			
Meals (\$ x travel days)			
Other:	\$		
Other:			
SUBTOTAL	\$114.68		
TOTAL			\$114.68

Requested by: [Signature]
Traveler

Approved by: [Signature]
Supervisor

Division Director
[Signature]
Cabinet Secretary

6/9/2015
Date

Date

Date
6-10-15
Date



DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
6/19/15	8:30 am - 5:00 pm	Charleston, WV to White Sulphur Springs, WV	122	\$57.34			\$34.50	PE		\$91.84
6/20/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					\$46.00	PE		\$46.00
6/21/15	8:30 am - 5:00 pm	White Sulphur Springs, WV to Charleston, WV	122	\$57.34			\$34.50			\$91.84
		TOTAL	244	\$114.68			\$115.00			\$229.68

[illegible]

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expense are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

the budget of this spending unit.

4/5 Steven Burdette
Approval Agency Head/Designee

6/23/15
Date



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: June 19-21, 2015	
Section: Administration	Travel Times: Depart 6/19/15, 8:00 a.m.; Return 6/21/15, 5:00 p.m.	
Purpose/Justification: To prepare the state's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle(244 roundtrip miles @\$.47)	\$114.68		
Taxi/Ground Transportation			
Other Transportation			
Commercial			
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance			
<input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees)			
Lodging (Facility):			Lodging @ family home
Meals (\$34.50 x 2 travel days)+ (\$46 x 1)	\$115.00		
Other:			
Other:			
SUBTOTAL	\$229.68		
TOTAL	\$229.68		

Requested by: [Signature]
Traveler

6/10/15
Date

Approved by: _____
Supervisor

Date

Division Director
[Signature]
Cabinet Secretary

Date

6/10/15
Date



DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
6/28/15	8:30 am - 7:00 pm	Charleston, WV to White Sulphur Springs, WV					\$34.50			\$34.50
6/29/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					12.00			12.00
6/30/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					23.00			23.00
7/1/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					23.00			23.00
7/2/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					18.00			18.00
7/3/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					23.00			23.00
7/4/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					10.00			10.00
7/5/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					16.00			16.00
7/6/15	8:30 am - 5:00 pm	White Sulphur Springs, WV to Charleston, WV					34.50		\$53.01	87.51
		TOTAL					\$194.00		\$53.01	\$247.01

Traveler must attach copies of direct billed receipts or Invoices, i.e., airline, registration, lodging, etc.

[illegible]

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expense are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

have

Date _____

Date _____

Mary Jo Thompson
For travel from June 28 – July 6, 2015

**Attachment to Travel Settlement:
Statement related to Lost Gas Receipt**

I, Mary Jo Thompson, hereby certify that I lost the receipt for a refueling purchase for a rental vehicle for state-authorized travel. According to United Bank, on my state Travel Card ending in -0082, I bought gas in the amount of \$53.01 on July 6, 2015, at Exxon Mobile in Charleston, West Virginia.

Mary Jo Thompson

Date

7/9/2015

EAN HOLDINGS, LLC, 1115 SMITH STREET, CHARLESTON, WV 253011313 (304) 344-2600

RENTAL AGREEMENT REF# 493710
1K6813

SUMMARY OF CHARGES

RENTER
THOMPSON, MARY JOE

DATE & TIME OUT
06/26/2015 07:59 AM
DATE & TIME IN
07/08/2015 10:43 AM

BILLING CYCLE
24-HOUR

VEH #1 2015 KIA SED0 8LX
VIN# KNDMB5C13F6071731
LIC# NPX191
MILES
DRIVEN 265

BILL TO ACCOUNT
STATE OF WV DVLPMNT OFF
ATTN: UNKNOWN
DEVELOPMENT OFFICE
CHARLESTON, WV 25305

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	06/26 - 07/08	2	WEEK	\$258.25	\$516.50
REFUELING CHARGE	06/26 - 07/08				\$0.00

Subtotal: \$516.50

Adjustments

0550 - DR ADVERTISING (\$11.05)

Taxes & Surcharges

VEHICLE LICENSE COST	06/26 - 07/08	13	DAY	\$0.85	\$11.05
RECOVERY FEE					

Total Charges: \$516.50

Bill-To / Deposits

STATE OF WV DVLPMNT OFF

TIME & DISTANCE	06/26 - 07/08	2	WEEK		
REFUELING CHARGE	06/26 - 07/08				
VEHICLE LICENSE COST	06/26 - 07/08	13	DAY		
RECOVERY FEE					
ADJUSTMENT		1	RENTAL		(\$11.05)
				Subtotal:	(\$516.50)

Total Amount Due \$0.00

PAYMENT INFORMATION

AMOUNT PAID	TYPE
\$516.50	Mastercard



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Jo Thompson	OASIS Vendor #: 118679	Fund #: 0256
Title: Director	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: June 28-July 6, 2015	
Section: Administration	Travel Times: Depart 6/28/15, 8:00 a.m.; Return 7/6/15, 5:00 p.m.	
Purpose/Justification: To execute WVDO's sponsorship at the Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier ()			
Charter Aircraft			
Rail Service			
Personal Vehicle(0 roundtrip miles @\$.47)			
Taxi/Ground Transportation			
Other Transportation			
Commercial		\$516.50	Enterprise Reserv.#9T737B
Parking ()			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance <input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other ___Cash Advance			
Lodging Cost: 0 nights at \$ (+\$ total tax/fees)			In group reservation
Lodging (Facility): Greenbrier Resort			
Meals (\$ x travel days)	\$206.00		2 travel days; some meals provided
Other: Tolls	\$8.00		
Other: Vehicle Refueling	\$70.00		
SUBTOTAL	\$284.00	\$516.50	
TOTAL			\$284.00

Requested by: _____

Traveler

6/24/2015
Date

Approved by: _____

Supervisor

Date

Division Director

Cabinet Secretary

Date

6/24/15
Date



STATE OF WEST VIRGINIA
TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name: Mary Leigh Title: Administrative Secretary OASIS Vendor No: 602703
Address: [REDACTED] Date: June 28, 2015 – July 6, 2015
City/State: [REDACTED] Headquarters: Charleston Normal Work Hours: 8:30 am - 5:00 pm
Department: WVDO Division: Community Development Section:
Purpose: To help execute WVDO's sponsorship duties at the Greenbrier Classic.

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
6/28/15	8:30 am - 7:00 pm	Charleston, WV to White Sulphur Springs, WV	Rode in State vehicle w/ J. Ferrell. mpp				\$34.50			\$34.50
6/29/15	8:30 am - 5:00 pm	White Sulphur Springs, WV			7/7/15		12.00			12.00
6/30/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					23.00			23.00
7/1/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					23.00			23.00
7/2/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					18.00			18.00
7/3/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					23.00			23.00
7/4/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					21.00			21.00
7/5/15	8:30 am - 5:00 pm	White Sulphur Springs, WV					16.00			16.00
7/6/15	8:30 am - 5:00 pm	White Sulphur Springs, WV to Charleston, WV					34.50			34.50
TOTAL							\$205.00			\$205.00

AGENCY ACCOUNTING INFORMATION Less Cash Advance (WVFIMS ID# _____)
Fund Area Org Object Sub Obj Amount ☒ Due Employee ☐ Due State \$205.00

Traveler must attach copies of direct billed receipts or Invoices, i.e., airline, registration, lodging, etc.

OTHER EXPENSES		
DATE	ITEMS	AMOUNT
	Tolls	

EXPENSES DIRECT BILLED TO THE STATE	
DATE	ITEM AND VENDOR

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

Traveler's Signature: Mary P. Parish Date: 7/7/15

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expense are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Approval Agency Head/Designee: [Signature] Date: 7/2/15

Approval Supervisor/Department Head _____ Date _____



STATE OF WEST VIRGINIA TRAVEL AUTHORIZATION

Name: Mary Paige Parrish	OASIS Vendor #: 153838	Fund #: 0256
Title: Administrative Secretary	Destination: White Sulphur Springs, WV	
Division: Community Development	Travel Dates: June 28-July 6, 2015	
Section: Administration	Travel Times: Depart 6/28/15 8:00 a.m.; Return 7/6/15 5:00 p.m.	
Purpose/Justification: Provide support to execute WVDO sponsorship of Greenbrier Classic.		

PRIVATELY-OWNED VEHICLES (POVs) SHOULD ONLY BE USED WHEN A STATE VEHICLE IS NOT AVAILABLE OR THE COST OF MILEAGE REIMBURSEMENT FOR A POV IS LESS THAN THE COST OF A RENTAL CAR.

Estimated Costs (Complete all that Apply)			
Transportation Costs:	Reimbursed	Direct Billed	Comments/Notes
Commercial Air Carrier			
Charter Aircraft			
Rail Service			
Personal Vehicle 122 mi * \$0.47; 122 mi * \$0.575	\$127.48		Rode in State vehicle w/ J. Ferrell.
Taxi/Ground Transportation	M.P.P. 7/7/15		M.P.P. 7/7/15
Other Transportation			
Commercial			
Parking			
Registration			
<input type="checkbox"/> Master Card <input type="checkbox"/> Master Card Advance <input type="checkbox"/> VISA <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash Advance			
Lodging Cost: 0 nights at \$0.00 per night			In group reservation
Lodging (Facility): Greenbrier Resort			
Meals: \$x 2 days=\$	\$197.00		2 travel days; some meals provided
Other: Tolls	\$8.00		
Other:			
SUBTOTAL	\$332.48		
TOTAL	\$332.48		

Requested by:

Mary P. Parrish
Traveler

6-26-15
Date

Approved by:

[Signature]
Supervisor

6-26-15
Date

Division Director

Date

Cabinet Secretary

Date

Expected Compensatory Hours to be Earned:

6/28/15 - 12 hr

7/4/15 - 4 hr

7/5/15 - 8 hr



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name: Jennifer Farrell	Title: Main Street Coordinator	Vendor No: 133071
Address: [REDACTED]		Date: June 28 - July 6, 2015
City/State/Zip: [REDACTED]	Headquarters: Charleston	Normal Work Hours: 8:30 AM - 5:00 PM
Department: WVDO Community Development		Section: Local Capacity

Purpose of Travel: Provide support to execute WVDO sponsorship of Greenbrier Classic

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
6/28/15		Charleston, WV to White Sulphur Springs, WV				State vehicle	\$34.50			\$34.50
6/29/15		White Sulphur Springs, WV								
6/30/15		White Sulphur Springs, WV					\$23.00			23.00
7/1/15		White Sulphur Springs, WV					\$23.00			23.00
7/2/15		White Sulphur Springs, WV								
7/3/15		White Sulphur Springs, WV					\$12.00			12.00
7/4/15		White Sulphur Springs, WV					\$18.00			18.00
7/5/15		White Sulphur Springs, WV					\$12.00			12.00
7/6/15		White Sulphur Springs, WV to Charleston, WV					\$34.50			34.50

AGENCY ACCOUNTING INFORMATION						Less Cash Advance		
Fund	Area	Org	Object	Sub Obj	Amount	<input checked="" type="checkbox"/> Due Employee	<input type="checkbox"/> Due State	\$157.00
0256								

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

EXPENSES DIRECT BILLED TO THE STATE	
DATE	ITEM AND VENDOR

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

Jennifer Farrell 7/10/15
Traveler's Signature Date

Mona Miller 7/10/15
Approval Supervisor/Department Head Date

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expense are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

[Signature] 7/10/15
Approval Agency Head/Designee Date



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name: Steve Johnson		Title: Network Coordinator		FIMS Vendor No: VC9990						
Address: [REDACTED]		Headquarters: Charleston		Normal Work Hours: 8:30 am - 5 PM						
Department: WVDO		Division: SBDC		Section:						
Travel Purpose: Small Business Day Greenbrier Classic										
State Car: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Personal Car: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER	TOTAL
7/2/2015		Charleston-White Sulphur	119	0.00						
7/3/2015		White Sulphur-Charleston	119	0.00					33.00	33.00
				0.00					4.00	4.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
TOTALS				0.00	0.00	0.00	0.00	0.00	37.00	37.00
				Less Cash Advance (WVFIMS ID#:						
				Amount Due To: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> State 0.00						

AGENCY ACCOUNTING INFORMATION					
FUND	ORG	ACT	OBJ	SUB	OR AMOUNT
0256	7417				37.00

*Minimum reimbursement requested.

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

OTHER EXPENSES		
DATE	ITEMS	AMOUNT
7/2/2015	Road tolls	4.00
7/2/2015	gasoline	29.00
7/3/2015	Road Tolls	4.00

EXPENSES DIRECT BILLED TO THE STATE		
DATE	ITEM AND VENDOR	AMOUNT
7/3/2015	Enterprise Rental Car	63.84

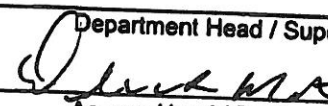
I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.


Traveler's Signature
rev 01/2002

7/6/15
Date

I certify that I have personally examined and approved the Travel Expense Account Settlement. The terms of expenses are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Department Head / Supervisor
Date


Agency Head / Designee
7/9/15
Date

0.4700

Enter the current mileage rate

EAN HOLDINGS, LLC, 1115 SMITH STREET, CHARLESTON, WV 253011313 (304) 344-2600

RENTAL AGREEMENT REF# SUMMARY OF CHARGES
493970 1M14RH

RENTER
JOHNSON, STEVE

DATE & TIME OUT
07/02/2015 01:53 PM
DATE & TIME IN
07/03/2015 05:48 PM

BILLING CYCLE
24-HOUR

VEH #1 2015 NISN ROGS SC4W
VIN# JN8AS5MV3FW757874
LIC# 568RLK
MILES DRIVEN 353

BILL TO ACCOUNT
SJTATE OF WV DVLPMNT OFF
ATTN: 6838
DEVELOPMENT OFFICE
CHARLESTON, WV 25305

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	07/02 - 07/03	2	DAY	\$31.92	\$63.84
REFUELING CHARGE	07/02 - 07/03				\$0.00
Subtotal:					\$63.84
Taxes & Surcharges					
VEHICLE LICENSE COST	07/02 - 07/03	2	DAY	\$0.85	\$1.70
RECOVERY FEE					
Total Charges:					\$65.54
Bill-To / Deposits					
SJTATE OF WV DVLPMNT OFF					
TIME & DISTANCE	07/02 - 07/03	2	DAY		
REFUELING CHARGE	07/02 - 07/03				
VEHICLE LICENSE COST	07/02 - 07/03	2	DAY		
RECOVERY FEE					
Subtotal:					(\$65.54)

Total Amount Due \$0.00

PAYMENT INFORMATION
AMOUNT PAID TYPE
\$65.54 Mastercard

OPER: 6838

BRANCH COPY-RETAIN FOR RECORDS-ATTACH TO CRB

DATE: 7/08/15

NAME: STEVE JOHNSON

DOCUMENT#: D493970

EXPIRES: 3/16

PAID BY: MC

TRANS TYPE: REFUND

AMOUNT: \$1.70-

ADTH#: EMP#: 881PB

CUSTOMER SIGNATURE: _____

ACNT: 2145

OPER: 6838

CUST#: CCARD

UNIT#:

SHELL
67646560203
115 W MAIN STREET (U
WHITE SULPHUR, WV
24986
07/02/2015 602614045
10:07:37 PM

INVOICE 804245
AUTH 000522

PUMP# 8	10.907G
REGULAR	2.659
PRICE/GAL	\$ 29.00
FUEL TOTAL	\$ 29.00
CREDIT	\$ 29.00

Buy new Shell V-Power Nitro+ Premium
Gasoline and gain 10 entries to win a
BMW

Shell V-Power Nitro+...the BEST total
engine protection you can get.

WEST VIRGINIA TURNPIKE

Barrier C

Lane: 3 Collector: 58230

Thu Jul 02, 2015 16:03:14

Class: 1

Toll paid: \$ 2.00

B203
MAIN STREET (U
SULPHUR, WV

015 602614045
7 PM

804240
1522

10.9076
L 2.659
AL \$ 29.00
\$ 29.00

U-Power Nitro+ Premium
win 10 entries to win a
BEST

Nitro+...the BEST total
action you can get.

WEST VIRGINIA TURNPIKE

Barrier C

Lane: 6 Collector: 58283

Fri Jul 03, 2015 17:27:14

Class: 1

Toll paid: \$ 2.00

WEST VIRGINIA TURNPIKE

Barrier B

Lane: 1 Collector: 55231

Fri Jul 03, 2015 17:04:29

Class: 1

Toll paid: \$ 2.00

WEST VIRGINIA TURNPIKE

Barrier B

Lane: 9 Collector: 55266

Thu Jul 02, 2015 16:28:38

Class: 1

Toll paid: \$ 2.00



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name: Debra Martin		Title: Deputy Director		FIMS Vendor No: 145538						
Address: [REDACTED]		City: [REDACTED]								
State: [REDACTED]		Headquarters: [REDACTED]		Normal Work Hours: 8:30 am - 5:00 pm						
Department: WVDO		Division: SBDC		Section:						
Travel Purpose: To attend the Greenbrier Classic for WVSBD										
State Car: Yes		No		X						
Personal Car: Yes		X		No						
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEAL	LODGING	OTHER	TOTAL
7/2/2015	2:00 pm	From Charleston to								0.00
		White Sulphur Springs	121	*					4.00	4.00
7/3/2015	8:00 am	White Sulphur Springs								0.00
7/4/2015	11:00 a	From White Sulphur								0.00
		Springs to Charleston	121	*	88.82				4.00	92.82
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
TOTALS			242	88.82	0.00	0.00	0.00	0.00	8.00	96.82
Less Cash Advance (WVFIMS ID#:										
Amount Due To:				X	Employee	State				96.82

AGENCY ACCOUNTING INFORMATION						
FUND	ORG	ACT	OBJ	SUB	OB	AMOUNT
0256	7417					96.82

* Minimum Reimbursement Allowed

All meals & lodging were provided.

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

OTHER EXPENSES		
DATE	ITEMS	AMOUNT
7/2/2015	Tolls	4.00
7/4/2015	Tolls	4.00

EXPENSES DIRECT BILLED TO THE STATE		
DATE	ITEM AND VENDOR	AMOUNT

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

I certify that I have personally examined and approved the Travel Expense Account Settlement. The terms of expenses are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Debra Martin 7/7/15
Traveler's Signature Date

[Signature] 7/7/15
Approval Agency Head/Designee Date

Approval Supervisor/Agency Head Date

WEST VIRGINIA TURNPIKE

Barrier B

Lane: 8 Collector: 52246

Thu Jul 02, 2015 15:33:15

Class: 1

Toll paid: \$ 2.00

WEST VIRGINIA TURNPIKE

Barrier C

Lane: 1 Collector: 55175

Thu Jul 02, 2015 16:16:52

Class: 1

Toll paid: \$ 2.00

WEST VIRGINIA TURNPIKE

Barrier B

Lane: 5 Collector: 55292

Sat Jul 04, 2015 10:06:50

Class: 1

Toll paid: \$ 2.00

WEST VIRGINIA TURNPIKE

Barrier C

Lane: 6 Collector: 58184

Sat Jul 04, 2015 10:31:24

Class: 1

Toll paid: \$ 2.00

West Virginia Purchasing Division's Vehicle Rental versus Reimbursement Calculator



Total Miles to be Traveled	242
Total Days in Trip	2
Car Rental Rate (Daily, Weekly)	\$31.92
Cost of Gasoline per Gallon	\$ 2.89
Mileage Reimbursement Rate	\$ 0.575
Rental Car Gas Mileage (MPG)	28

Input variables
here

Own Car Cost	
Mileage	\$ 139.15
Rental Car Cost	
Rental	\$ 63.84
Refueling	24.98
Total	\$ 88.82

Which is
most cost
effective?

WV Gas Prices

Terms of use: The purpose of the Mileage Calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.

Revised August 16, 2012
Updated August 16, 2012

** There may be additional costs associated with car rentals that could affect your decision. For a list of these costs and their conditions, please refer to the most recent version of the CRENAL statewide contract, located on the West Virginia Purchasing Division's website.

Hertz Rates				
Vehicle Selection	MPGs	Daily	Weekly	Monthly
Compacts (Neon, Aveo, Echo)	35 MPG	\$27.00	\$148.40	\$578.70
Intermediate (Cobalt, Corolla)	32 MPG	\$31.00	\$170.52	\$664.20
Fullsize (Impala, Camry)	28 MPG	\$33.00	\$181.51	\$707.10
Luxury (A4, 3-Series, C-Class)	26 MPG	\$79.00	\$434.49	\$1,692.90
Hybrid (Prius, Accord)	40 MPG	\$39.00	\$269.50	\$1,050.00
Medium SUVs (Explorer, Trailblazer)	18 MPG	\$59.00	\$324.52	\$1,284.20
Large SUVs (Suburban, Tahoe)	16 MPG	\$79.00	\$434.49	\$1,692.90
Small Pick-Up (Ranger, Dakota)	20 MPG	\$79.00	\$434.49	\$1,692.90
Trucks (Silverado, F-150)	18 MPG	\$99.00	\$544.53	\$2,121.30
Minivans (Caravan, Windstar)	25 MPG	\$54.00	\$324.52	\$1,284.20
12-Passenger Van (Ford & Chevys)	14 MPG	\$74.00	\$434.49	\$1,692.90

Enterprise/National Rates				
Vehicle Selection	MPGs	Daily	Weekly	Monthly
Compacts (Neon, Aveo, Echo)	35 MPG	\$30.09	\$150.45	\$601.80
Intermediate (Cobalt, Corolla)	32 MPG	\$31.92	\$159.60	\$638.40
Fullsize (Impala, Camry)	28 MPG	\$34.41	\$172.05	\$688.20
Luxury (A4, 3-Series, C-Class)	26 MPG	\$57.00	\$285.00	\$1,140.00
Hybrid (Prius, Accord)	40 MPG	\$45.54	\$227.70	\$910.80
Medium SUVs (Explorer, Trailblazer)	18 MPG	\$50.80	\$253.00	\$1,012.00
Large SUVs (Suburban, Tahoe)	16 MPG	\$81.36	\$408.80	\$1,627.20
Small Pick-Up (Ranger, Dakota)	20 MPG	\$47.00	\$235.00	\$940.00
Trucks (Silverado, F-150)	18 MPG	\$51.00	\$255.00	\$1,020.00
Minivans (Caravan, Windstar)	25 MPG	\$51.65	\$258.25	\$1,033.00
12-Passenger Van (Ford & Chevys)	14 MPG	\$97.00	\$485.00	\$1,940.00



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name: James [REDACTED]		Title: BID Rep.	FIMS Vendor No: VC 16206	
Address: [REDACTED]				
City/State: [REDACTED]		Headquarters: Charleston	Normal Work Hours: 8:30 am to 5:00 pm	
Department: WV [REDACTED] Business and Industrial Development		Section:		
Purpose of Travel: Attended 2015 The Greenbrier Classic.				

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER*	TOTAL
6/28/15	Lv: 8 am	Charleston Office to White Sulphur Springs						NC	\$24.00	\$24.00
6/29/15		White Sulphur Springs						NC		
6/30/15	Rtn: 2:30 pm	White Sulphur Springs and return							\$24.25	\$24.25
TOTAL									\$48.25	\$48.25

AGENCY ACCOUNTING INFORMATION						Less Cash Advance (WVFIMS ID# _____)	
Fund	Area	Org	Object	Sub Obj	Amount	<input checked="" type="checkbox"/> Due Employee	<input type="checkbox"/> Due State
0256							\$48.25

OTHER EXPENSES		
DATE	ITEMS	AMOUNT
6/28/15	Fuel for Rental Car	\$20.00
6/28/15	Turnpike Tolls	\$4.00
6/30/15	Turnpike Tolls	\$4.00
6/30/15	Fuel for Rental Car	\$20.25

EXPENSES DIRECT BILLED TO THE STATE	
DATE	ITEM AND VENDOR
6/28-7/1/15	Enterprise - Smith Street @ \$95.76 (493781)

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

[Signature] 7-2-15
Traveler's Signature Date

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expense are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

[Signature] 7/7/15
Approval Agency Head/Designee Date

Approval Supervisor/Department Head Date

HAN HOLDINGS, LLC, 1115 SMITH STREET, CHARLESTON, WV 253011313 (304) 344-2600

RENTAL AGREEMENT REP# 1KQC38
493781

SUMMARY OF CHARGES

RENTER
OWREY, JAMES

DATE & TIME OUT
06/28/2015 12:09 PM
DATE & TIME IN
07/01/2015 07:43 AM

BILLING CYCLE
24-HOUR

VEN #1 2014 NISSA ALTI 4DRS
VIN# 1N4AL3AP2EC289645
LIC# 4XK198
MILES DRIVEN 307

BILL TO ACCOUNT
STATE OF WV DVLPMNT OFF
ATTN: UNKNOWN
DEVELOPMENT OFFICE
CHARLESTON, WV 25309

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	06/28 - 07/01	3	DAY	\$31.92	\$95.76
REFUELING CHARGE	06/28 - 07/01				\$0.00
				Subtotal:	\$95.76

Adjustments
0630 - DE ADVERTISING (\$2.55)

Taxes & Surcharges
VEHICLE LICENSE COST 06/28 - 07/01 3 DAY \$0.89 \$2.55
RECOVERY FEE

Total Charges: \$98.76

Bill-To / Description

Charge Description	Date	Quantity	Per	Rate	Total
STATE OF WV DVLPMNT OFF					
TIME & DISTANCE	06/28 - 07/01	3	DAY		
REFUELING CHARGE	06/28 - 07/01				
VEHICLE LICENSE COST	06/28 - 07/01	3	DAY		
RECOVERY FEE					
ADJUSTMENT		1	RENTAL		(\$2.55)
				Subtotal:	(\$2.55)

Total Amount Due \$0.00

PAYMENT INFORMATION
AMOUNT PAID TYPE
\$95.76 Mastercard

Expense	Date	Amount	Business/Merchant	Paid?	Comment
Gas	6/28/2015	\$20.00	One Stop	Credit Card	
Tolls to	6/28/2015	\$4.00	Turnpike	Cash	
Tolls back	6/30/2015	\$4.00	Turnpike	Cash	
Gas	6/30/2015	\$20.25	Travel Plaza (Gallagher)	Credit Card	

\$48.25

Departed: Sunday, June 28
 Returned: Tuesday, June 30

Trip Summary: Greenbrier Classic attendance

2-1-15
 2-1-15

*** REPRINT *** REPRINT *** REPRINT ***
FG54111372001

WHITING-JAMISON #714
FG54111372001
MILEPOST 72 - I-77 N
GALLAGHER, WV
25083

06/30/2015 993474744
09:46:03 PM

JAMIE/JAMES C
INVOICE 024399
AUTH 030615

PUMP# 8
Regular 7.2366
PRICE/GAL \$2.799

FUEL TOTAL \$ 20.25

*** REPRINT *** REPRINT *** REPRINT ***

CREDIT \$ 20.25

*** REPRINT *** REPRINT *** REPRINT ***

=====

Customer-activated Purchase/Capture
Site #: 000000004211413
Shift Number 1
Sequence Number 14069
APPROVED 030615

*** REPRINT *** REPRINT *** REPRINT ***

WELCOME TO
ONE STOP 508
1639 WASHINGTON ST E
CHARLESTON, WV
304-344-9491
ONE STOP #508
1639 WASHINGTON ST
CHARLESTON WV
25311

DATE 06/20/15 14:17
TRAN# 9101439
PUMP# 10
SERVICE LEVEL: SELF
PRODUCT: REGULAR
GALLONS: 6.898
PRICE/G: \$ 2.899
FUEL SALE \$ 20.00
CREDIT \$20.00

Resp Code: 0
Stan: 0104616724
Invoice #: 118900
Shift #: 1

Store #
SITE ID: FE541338260
01

THANK YOU
HAVE A NICE DAY
LIKE US ON FACEBOOK
fb.com/onestopwv
304-344-9491



STATE OF WEST VIRGINIA
TRAVEL EXPENSE ACCOUNT SETTLEMENT

Nat H. Brown

Name:	[REDACTED]	Title:	BID Representative	FIMS	144607
Address:	[REDACTED]				
State:	[REDACTED]	Headquarters:	Kingwood	Normal Work Hours: 8:00 AM - 4:30 PM	
Department:	WVDO	Division:	BID	Section:	
Travel Purpose: 29:RH&M Machine, Tiefenbach N.A.; 1:Quality Machine, Dyna-Mbc; 2: MPL Corp; 3-4: company meetings at Greenbrier Classic.					
State Car:	Yes	No	X	Personal Car:	Yes X No

6/29/2015	8:30a	Kingwood to Morgantown and back	98	\$ 46.08					46.06
									0.00
									0.00
7/1/2015	8:30a	Kingwood to Bridgeport to Grafton and back	94	\$ 54.05					54.05
									0.00
									0.00
7/2/2015	7:30a	Kingwood to Buckhannon to Summersville	150	\$ 59.97		\$ 34.50	\$ 75.59		170.06
									0.00
									0.00
7/3/2015	7:30a	Summersville to White Sulphur Springs	64	\$ 25.58					25.58
									0.00
7/4/2015	11:30a	White Sulphur Springs to Kingwood	172	\$ 68.76		\$ 25.62			94.38
									0.00
TOTALS			578	\$254.42	\$ -	\$ -	\$ 60.12	\$ 75.59	\$ - \$ 390.13

Less Cash Advance (WVFIMS ID#:	
Amount Due To:	X Employee State 390.13

* Maximum Reimbursement Allowed

0256					

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

Nat H. Brown 7/26/15
Traveler's Signature Date

I certify that I have personally examined and approved the Travel Expense Account Settlement. The terms of expenses are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

David Brandon 7/22/15
Approval Agency Head/Designee Date

Approval Supervisor/Agency Head Date

West Virginia Development Office

Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name	Matthew K. Borror
Date(s) of Travel	June 29, 2015

Basic Trip Information	
Travel to/from the Morgantown area for BR&E visits with Jeff Huffman (WVDO-GGWFP) to RH&M Machine and Tiefenbach North America.	98
Total Mileage Calculation	\$0.470
Total Mileage Calculation	\$46.06

Rental Vehicle Information	
Total Days of Trip	1
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	32
Cost of Gasoline per Gallon	\$2.75
Rental Car Cost	\$40.75

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return	
Total Miles	42
Mileage Reimbursement Rate	\$0.470
Reimbursement for Personal Vehicle Mileage	\$19.74

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$60.49
--	---------

* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.


Signature

**SUPER 8 SUMMERSVILLE**306 MERCHANTS WALK
SUMMERSVILLE, WV 26651 US

Phone: (304) 872-4888

Fax: (304) 872-4888

Email: fredlanum@gmail.com

Printed: 7/3/2015 7:51:47 AM

Folio (Detailed)Name: BORROR, MATT
Company: BRAND.COMConfirmation Number: 15341050
Account Number: 984-808980
WyndhamRewards #: 149344794EAddress: 106 ORR AVE
KINGWOOD, WV 26537 USRoom: 115 Room Type: NK1, 1 KING NSMK
Rate Plan: SGS Daily Rate: \$67.49 + \$8.10 Tax
Arrival: 7/2/2015 (Thu) Departure: 7/3/2015 (Fri)Nights: 1 Guests: 1/0
GTD: [REDACTED]**Room Rate:**

7/2/2015 (Thu) - 7/2/2015 (Thu)

\$67.49 + \$8.10 Tax per night.

Date	Code	Description	Amount	Balance
7/2/2015	RM	ROOM CHARGE	\$67.49	\$67.49
7/2/2015	TAX1	STATE TAX	\$4.05	\$71.54
7/2/2015	TAX2	HOTEL TAX	\$4.05	\$75.59
7/3/2015	MC	MASTER CARD XXXX XXXX XXXX 0090	(\$75.59)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$67.49	\$8.10	\$0.00	\$0.00	(\$75.59)	\$0.00	\$0.00

By signing below, I agree to these terms and conditions.

Guest Signature: Matt Borrer

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind.

"We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy."

West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name	Matthew K. Borrer
Date(s) of Travel	July 1, 2015

Basic Trip Information	
Travel to Bridgeport to Grafton to Kingwood for BR&E visits to Quality Machine and Dyna-Mix.	94
Total Mileage Calculation	\$0.575
Total Mileage Calculation	\$54.05

Rental Vehicle Information	
Total Days of Trip	1
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	32
Cost of Gasoline per Gallon	\$2.75
Rental Car Cost	\$40.41

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return	
Total Miles	42
Mileage Reimbursement Rate	\$0.575
Reimbursement for Personal Vehicle Mileage	\$24.15

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$64.56
---	----------------

* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.


 Signature

West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name Matthew K. Borror

Date(s) of Travel July 2-4, 2015

Basic Trip Information

Travel to Buckhannon to Summersville to White Sulphur Springs and back to Kingwood. BR&E visit to MPL Corporation (Buckhannon) and for company meetings at the Greenbrier Classic.

386

Total Mileage Calculation

\$0.575

Total Mileage Calculation

\$221.95

Rental Vehicle Information

Total Days of Trip

3

Car Rental Cost (Daily, Weekly)

\$32.33

Rental Car Gas Mileage (MPG)

32

Cost of Gasoline per Gallon

\$2.75

Rental Car Cost

\$130.16

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return

Total Miles

42

Mileage Reimbursement Rate

\$0.575

Reimbursement for Personal Vehicle Mileage

\$24.15

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *

\$154.31

* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.


 Signature



Purpose of Travel: 6/16 Region 9 PDC meeting, visit to Lowe Products, JCEDA; 6/17 visit to WMSRR, Mineral County EDA; 6/18 visit to Burch Wood Products, Rustoleum; 6/19 visit to The Journal Publishing; 6/28 to Greenbrier Classic

*Maximum reimbursement allowed. Please refer to attached mileage calculator

Less Cash Advance (WVFIMS ID#

220.68

OTHER EXPENSESEXPENSES DIRECT BILLED TO THE STATE

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expense are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Date _____

Date _____

Date _____

West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.	
By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.	X

Name	Nicolas H. Diehl
Date(s) of Travel	8/16/15

Basic Trip Information	
Total Miles to be Traveled	56
Mileage Reimbursement Rate	\$0.470
Total Mileage Calculation	\$26.32

Rental Vehicle Information	
Total Days of Trip	1
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	28
Cost of Gasoline per Gallon	\$3.85
Rental Car Cost	\$40.03

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return	
Total Miles	12
Mileage Reimbursement Rate	\$0.470
Reimbursement for Personal Vehicle Mileage	\$5.64

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$45.67
---	----------------

* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.



 Signature

West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name	Nicolas H. Diehl
Date(s) of Travel	3/17/15

Basic Trip Information	
Total Miles to be Traveled	194
Mileage Reimbursement Rate	\$0.470
Total Mileage Calculation	\$91.18

Rental Vehicle Information	
Total Days of Trip	1
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	28
Cost of Gasoline per Gallon	\$3.85
Rental Car Cost	\$59.00

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return	
Total Miles	12
Mileage Reimbursement Rate	\$0.470
Reimbursement for Personal Vehicle Mileage	\$5.64

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$64.64
---	----------------

* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.



 Signature

West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name	Nicolas H. Diehl
Date(s) of Travel	6/18/15

Basic Trip Information	
Total Miles to be Traveled	48
Mileage Reimbursement Rate	\$0.470
Total Mileage Calculation	\$22.56

Rental Vehicle Information	
Total Days of Trip	1
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	28
Cost of Gasoline per Gallon	\$3.85
Rental Car Cost	\$38.93

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return	
Total Miles	12
Mileage Reimbursement Rate	\$0.470
Reimbursement for Personal Vehicle Mileage	\$5.64

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$44.57
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* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.



 Signature

West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name

Nicolas H. Diehl

Date(s) of Travel

3/19/15

Basic Trip Information

Total Miles to be Traveled	12
Mileage Reimbursement Rate	\$0.470
Total Mileage Calculation	\$5.64

Rental Vehicle Information

Total Days of Trip	1
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	28
Cost of Gasoline per Gallon	\$3.85
Rental Car Cost	\$33.98

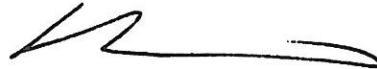
Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return

Total Miles	12
Mileage Reimbursement Rate	\$0.470
Reimbursement for Personal Vehicle Mileage	\$5.64

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$39.62
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* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.

Signature



West Virginia Development Office
Cost Comparison for Using a Personal Vehicle Versus a Rental Vehicle

A Blue Box Indicates You are to Enter Data.

By placing an "X" in the box to the right, I certify that a WVDO fleet vehicle is not available for use during this trip, making it necessary to determine appropriate transportation arrangements.

X

Name	Nicolas H. Diehl
Date(s) of Travel	3/28/15

Basic Trip Information	
Total Miles to be Traveled	216
Mileage Reimbursement Rate	\$0.470
Total Mileage Calculation	\$101.52

Rental Vehicle Information	
Total Days of Trip	6
Car Rental Cost (Daily, Weekly)	\$32.33
Rental Car Gas Mileage (MPG)	28
Cost of Gasoline per Gallon	\$3.85
Rental Car Cost	\$223.67

Reimbursable Miles on Your Personal Vehicle Associated with Vehicle Pick Up/Return	
Total Miles	12
Mileage Reimbursement Rate	\$0.470
Reimbursement for Personal Vehicle Mileage	\$5.64

Total Cost For A Rental Vehicle or Maximum Reimbursement Allowed *	\$229.31
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* If personal vehicle is selected for convenience purposes, maximum reimbursement will be no greater than this amount.

Signature _____